

**Scottsdale Public Library System
Library Advisory Board
Bylaws**

The Scottsdale Public Library Board ("Board"), pursuant to Scottsdale Revised Code Section 20-17 and Section 8.1 of its existing bylaws, as revised (dated 10/11/93) and further revised (12/15/04), does hereby repeal those bylaws and adopt the following bylaws, which shall constitute the rules and regulations for conducting its business.

1.0 Purposes

1.1 The Library Board shall advise the City Manager through the City Council on general policy relating to the operation of the library. The recommendations of the Board shall be advisory only and shall not be binding upon the City Manager or the City Council.

2.0 Powers

2.1 The Board shall oversee the library trust account ("Trust Account"), which is administered by the library director. The Trust Account is funded by donations that are made for specific purposes and proceeds from volunteer book sales. The library staff submits requests for disbursements to the Board for its approval.

2.2 The Board shall assist staff in promoting and supporting the Library Volunteer Program, which shall include funding the annual volunteer recognition event, supporting volunteer program expenditures and meeting with volunteers to foster continued goodwill.

3.0 Membership

3.1 The Board shall consist of seven (7) members appointed by the City Council. Each member will be appointed for a term of three (3) years. Upon expiration of such terms, new appointees shall be appointed by the Council upon the recommendation of the Library Board for a full three (3) year term. The Board's fiscal year shall end on June 30 of each year.

3.2 Any Board member who is absent from three consecutive meetings without notification shall be reported to the City Council with a request for replacement. Other consistent unexcused absences may, at the Board's discretion, also be reported to the Council.

3.3 A non-voting youth member of the Board may be appointed by City Council. This member shall be a high school senior or junior, who is a resident of Scottsdale at the time of appointment and service, and shall serve a one-year school term.

4.0 Officers

4.1 Officers of the Board shall be nominated in December and elected in January of each year. The Board shall elect a Chair, Vice Chair, and a Secretary, and such other officers or assistant officers as the Board may determine. The affirmative vote of a majority of a quorum of the Board shall be required for the election of such officers. Whenever a vacancy occurs in any such office, it shall be filled in like manner, at a regular or special meeting of the Board called for such purpose, and due notice shall be given to each member of the Board of the proposed election. The term of office shall be January to December or the remainder of the term when filling a vacancy.

4.2 The chairman shall serve for a period of one (1) year and shall not be elected to succeed himself.

4.3 The duties and responsibilities of each officer are described below:

a. Chair. The Chair shall serve as the Chief Executive Officer of the Board and shall act as a public spokesperson for the Board at public functions; shall serve as ex-officio member of all subcommittees; shall notify the City Council of vacancies on the Board; may from time to time call special meetings of the Board whenever it is deemed proper to do so; shall appoint members of all subcommittees, subject to the approval of the Board; and shall perform all other duties as the Board elects.

b. Vice Chair. The Vice Chair will act in the place and stead of the Chair in the event of his/her absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him/her by the Board.

c. Secretary. The Secretary shall handle Board correspondence and reports as directed by the Chair and possess the power to convene the meeting in the absence of the Chair and Vice Chair.

4.4 In the event all three officers are absent, the remaining four Board members may elect an Acting Chair to conduct that meeting.

4.5 Vacancies in any offices, which are created by any reason other than the expiration of a term, shall be filled for the unexpired term of the office by a vote of the Board. The election to fill such vacancy shall take place at the next regularly scheduled meeting following its occurrence.

4.6 The Chair or Vice Chair, upon publicly announcing his or her intention to become a candidate for elective public office, or upon filing petitions pursuant to becoming a candidate for elective public office, shall resign from the office of Chair or Vice Chair prior to the next public meeting of the Board, but shall continue to serve as a member of the Board.

5.0 City Representatives

5.1 The Library Director for the City of Scottsdale shall serve as staff liaison to the Board and, as necessary, to any subcommittee. The Director will provide the Board with reports and information about relevant matters and will assist in affecting any necessary coordination between the City and the Board.

5.2 The City Attorney, or his designated representative, shall provide legal assistance as needed to the Board.

5.3 A Library staff member will assist the Secretary by posting notice of all meetings, taking minutes, and preparing special correspondence as directed by the Board Chair.

6.0 Meetings

6.1 Regular meetings of the Board may be held at such time and place as the Board may from time to time prescribe. Regular meetings shall be held at least once a month of the calendar year unless waived by a majority of the Board.

6.2 Special meetings of the Board may be called at any time by the Chair or at the request in writing of majority of the members of the Board. The staff liaison shall give notice of the time and place of each special meeting by notifying all available members at least 24 hours before the meeting.

6.3 A quorum for any regular or special meeting shall be four (4) voting members. If at any meeting of the Board there are fewer than a quorum present, those present may adjourn the meeting.

6.4 Meetings of the Board shall in all respects comply with the provisions of the Arizona Open Meeting Law found in Arizona Revised Statutes Sections 38-431 et seq., as applicable. Unless otherwise provided by law, public notice shall be given not less than twenty-four (24) hours prior to any meeting of the Board.

7.0 Order of Business

7.1 The order of business at all regular meetings of the Board shall be as follows:

- Call to order
- Approval of minutes of previous meeting
- Statistical Report and Financial Report
- Library Director's Report
- Old Business and committee reports
- New Business
- Approval of Expenditures
- Adjournment

8.0 Rules and Amendments

8.1 These Bylaws may be amended upon an affirmative vote of a majority of the Board members. No amendment shall be allowed, however, unless it has been proposed at a previous meeting and is reflected in the minutes of the meeting. Amendments regularly adopted shall become effective at the next meeting following its adoption by the Board, unless otherwise expressly provided by the Board.

8.2 When any question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in the Bylaws.

9.0 Interpretation and Conflict

9.1 These bylaws are not intended to be in conflict with any state statute, City ordinance or resolution, and they are not intended to amend, annul, or abrogate any of them. In the event of any such conflict or variance, the statute, ordinance or resolution shall prevail.

The undersigned, as Chair of the Scottsdale Library Board, does hereby certify that the Bylaws as above set forth were duly adopted by the Library Board after due and proper notice, at a meeting held June 15, 2005, and that all previous bylaws are rescinded.

//s//

R. Jerry Hargitt, Chair

June 15, 2005